

**TOGETHER WE GROW**

**Policy for Safeguarding Children, Young People and Adults**

Together We Grow is committed to the welfare and protection of any person who accesses our organisation in any way, including members, volunteers and Trustees. We are committed to the belief that the protection of children, young people and adults from harm and abuse is everybody’s responsibility and the aim of this guidance is to ensure that all Trustees and volunteers act appropriately in responding to any concerns.

This is the Safeguarding Policy for Together We Grow and relates to Trustees,volunteers and members who access our organisation.

1. **Recognising the signs and symptoms of abuse**

**‘Abuse’**

Abuse is the maltreatment of a person (adult or child) and can be physical, emotional, sexual or organisational.  Forms of abuse can include (but are not limited to):

* Physical abuse such as: hitting, pushing, pinching, shaking, misuse of medication, scalding, inappropriate restraint, hair-pulling.
* Sexual abuse such as: rape or sexual assault; sexual acts to which the adult at risk has not or could not have consented, or to which they were pressurised into consenting or encouraging people to watch inappropriate materials.
* Psychological or emotional abuse such as: threats of harm or abandonment; deprivation of social or any other form of contact; humiliation, blaming, controlling, intimidation, coercion, or harassment; verbal abuse; prevention from receiving services or support.
* Financial or material abuse such as: theft; fraud or exploitation; pressure in connection with wills, property, or inheritance; misuse of property, possessions or benefits.
* Modern day slavery or trafficking.
* FGM (Female Genital Mutilation.)
* Neglect or acts of omission such as: ignoring medical or physical care needs; preventing access to health, social care, or educational services; withholding the necessities of life, such as food, drink, or heating.
* Discriminatory abuse such as that based upon a person's race, sexuality, disability or other protected characteristics.
* Domestic abuse - all forms of abuse can be experienced in a family setting by a partner, family member, or with someone with whom there is a relationship, including honour-based violence.
* Forced Marriage
* Institutional abuse and poor practice - disrespect and unethical practice, ill treatment and professional misconduct.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

1. **Safeguarding Vulnerable Adults**

In accordance with the *Care Act 2014 Safeguarding*, an adult at risk is defined as:

*Someone with care and support needs who may be experiencing or at risk of abuse and neglect and who is unable to protect themselves because of their support and care needs.*

Together We Grow recognises the right of all people to live their lives in freedom and dignity, free from any type of abuse or coercion. The organisation accepts that it has a responsibility to ensure the safety and well-being of all adults with whom it has contact, including those who may be vulnerable, and recognises that even those who consider themselves strong may become vulnerable when circumstances change.

Together We Grow acknowledges the ‘continuum of vulnerability’ and consequently recognises the concept of ‘safeguarding adults when they may be vulnerable’.  This therefore means that any adult in our organisation – member, volunteer or Trustee– has the potential to become vulnerable at some time or another.  We recognise that the life experiences of people who have fled war or persecution, or who have experienced or continue to experience significant difficulties in their lives whilst seeking asylum, may mean that they are vulnerable.

Together We Grow therefore affirms that people have the right to:

* Live in a safe, secure and stable environment
  + Be protected from all forms of harm, including neglect, abuse and exploitation.
* Be listened to and heard.
  + Have their religion, cultural and racial background and experience valued and respected.
* Be considered as individuals with particular needs.
* Be given opportunity to function at their full potential.

Together We Grow also recognises that the characteristics of adult abuse can take a number of forms and cause adults at risk to suffer pain, fear and distress reaching well beyond the time of the actual incident(s). Adults at risk may be too afraid or embarrassed to raise any complaint. They may be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries. There may be some situations where the person is unaware that they are being abused or have difficulty in communicating this information to others. This is especially the case for many of our members who are not familiar with the services available to support them in the UK, if there are language barriers or a mistrust of authority related to their past life experiences.

1. **Safeguarding Children**

We want children and parents who use or access Together We Grow to be supported to care for their children in a way that promotes their child’s health and well-being and keeps them safe.

Together We Grow will achieve this by implementing an effective child protection procedure and following national guidance (*What To Do If You’re Worried A Child Is Being Abused*) and local procedures as set out by Calderdale Safeguarding Children’s Partnership.

If we discover or suspect a child is suffering harm we will notify Calderdale Children’s Social Care Services (Multi Agency Screening Team, MAST) or Rochdale’s Children’s Social Care Services (Multi Agency Safeguarding Hub MASH)  or the Police in order that the child can be protected if necessary.

If there is a concern related to the conduct of a volunteer towards a child or young person, we will follow the procedures for making a referral to the Local Authority Designated Officer (LADO.)

1. **Designated Safeguarding Leads**

**Designated Safeguarding Lead**

Laura Beesley , Chair

[Togetherwegrow2@yahoo.com](mailto:Togetherwegrow2@yahoo.com) tel 07857 140207 / 01422 846863

*Responsible for receiving any safeguarding concerns raised by volunteers, members or members of the management committee*

**Trustee with Safeguarding Responsibilities**

(To be confirmed)

**The roles and responsibilities of the Designated Safeguarding Lead is:**

* to ensure that all volunteers and Trustees are aware of what they should do and who they should go to if they have concerns that a person (adult or child) is at risk of or is experiencing, or has experienced, abuse or neglect.
* to ensure that concerns are recorded appropriately.
* to follow up on the referral, which may involve directing another member of the management committee to take on specific tasks to address the issue.
* to follow up any actions taken and ensure the issues have been addressed.
* to reinforce the utmost need for confidentiality and to ensure that Trustees and volunteers are adhering to good practice with regard to confidentiality and security.
* to ensure that volunteers working directly with people who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.
* To collate and review safeguarding concerns on a regular basis in order to identify any patterns or gaps in services. From this, to identify any measures which could be implemented in order to promote the welfare of centre members and to reduce safeguarding incidents.
* To report to the Board of Trustees when safeguarding issues are raised.

1. **Responding to people who have experienced or are experiencing abuse**

Together We Grow recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of abuse is never easy.

How to respond if you receive an allegation:

* Reassure the person concerned.
* Remain calm and do not show shock or disbelief.
* Listen to what they are saying.
  + Check you have understood what they have told you, but don’t start to investigate or ask detailed or probing questions.
  + Record what you have been told / witnessed as soon as possible using the exact words you heard.  If you are translating what you heard from a community language into English, be very careful to translate as precisely as possible.
* Tell them that the information will be treated seriously.
* Don’t promise to keep it a secret.

If you witness abuse or abuse has just taken place the priorities will be:

* To call an ambulance / first aider if required
* To call the police if a crime has been committed
* To preserve evidence
* To keep yourself, staff, volunteers and centre members safe
* To inform the Designated Safeguarding Lead
* To record what happened

All situations of abuse or alleged abuse will be discussed with the Designated Safeguarding Lead. If a Trustee or volunteer feels unable to raise a safeguarding concern with a Designated Safeguarding Lead (or they are implicated in the abuse) then concerns can be raised directly with **relevant safeguarding bodies for Calderdale or Rochdale.** The alleged victim will be told that this will happen. This stage is called reporting a concern.

Working with adults making disclosures of abuse, it is good practice to seek to gain their permission before sharing information about them with another agency. However, where a person is in danger, a child is at risk or a crime has been committed, then a decision may be taken to pass information to another agency without the person’s consent.  If the individual experiencing abuse does not have capacity to consent, a referral will be made without that person’s consent, in their best interests.

The Designated Safeguarding Lead may take advice at the above stage from the **Calderdale Safeguarding Adults Team**Phone: 01422 393804 Available: Monday – Friday 9am-5pm. Please note that this is an advice service ONLY or **Rochdale Safeguarding Adults Team** Phone 0300 303 8886

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1. **Reporting a Safeguarding Concern**

Volunteers or Trustees who have a safeguarding concern, or have received a disclosure of abuse, should speak to, phone or email Laura Beesley to let her know that there is a Safeguarding Concern.

All allegations/concerns should be recorded in writing. The information should be factual and not based on opinions; record what the person tells you, what you have seen and witnessed.

In an emergency situation, or out of hours, if it is not possible to contact a Designated Safeguarding Lead, contact the relevant individuals below.

The Safeguarding Lead will then review and determine the next steps.  This may involve:

* Speaking to the person who is the subject of the concern to support them in determining the best way to address the issue. If the concern relates to a child of a centre member, the Safeguarding Lead will speak to the parent/s also.
* Reviewing other information held about the Member to help contextualise this concern and to determine if it meets a threshold for referring to Adult or Children’s Social Care.
* Referring the Member to another member of Together We Grow who is best placed to work with the person to address the issue.
* Referring the Member to another organisation outside of Together We Grow to address the issue.
* Monitoring the situation for a period of time.
* Referring on

**CALDERDALE**

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| **Safeguarding Children Concerns** | **Safeguarding Adult Concerns** |
| Call the Multi Agency Screening Team  on **01422 393336** during normal working hours.    Call the Out of Hours Emergency Duty Team on 01422 288000    Download and complete the Early Intervention and Safeguarding Statutory Referral Form and email to mastadmin@calderdale.gov.uk for a child protection concern or to EIP.UVandcentral@Calderdale.gov.uk for an Early Intervention assessment    In an emergency, call the police on 999. | Call Gateway to Care  on **01422 393000** during normal working hours.    Call the Out of Hours Emergency Duty Team on 01422 288000    Download and complete the Safeguarding Alert Form then email this to gatewaytocare@calderdale.gov.uk          In an emergency, call the police on 999. |

**ROCHDALE**

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| **Safeguarding Children Concerns** | **Safeguarding Adult Concerns** |
| Call the Multi Agency Safeguarding Hub  on **0300 303 0440**  during normal working hours.    Call the Out of Hours Emergency Duty Team on 0300 303 8875    [ehash@rochdale.gov.uk](mailto:ehash@rochdale.gov.uk)  In an emergency, call the police on 999. | Call 0300 303 8886  during normal working hours.    Call the Out of Hours Emergency Duty Team on 0300 303 8875    [adultcare@rochdale.gov.uk](mailto:adultcare@rochdale.gov.uk)     In an emergency, call the police on 999. |

1. **Managing allegations made against a Trustee or volunteer**

Together We Grow will ensure that any allegations made against a Trustee or a volunteer are dealt with swiftly. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all members posed by the person alleged to have caused harm.  This will include whether it is safe for them to continue in their role or any other role within the organisation whilst the investigation is undertaken.

The Designated Safeguarding Lead will liaise with **the relevant agencies** to discuss the best course of action

If there is an allegation that an adult working with children has behaved in a way which has harmed a child, or may have harmed a child, or behaved in a way that indicates he or she would pose a risk of harm to children, the Designated Safeguarding Lead, will make a referral to the LADO (Local Authority Designated Officer.)

1. **Recording and managing confidential information**

Together We Grow is committed to maintaining confidentiality wherever possible and information around safeguarding issues should be shared only with those who need to know.

The information will be kept securely and will comply with the Data Protection Act.  Access to this information will be restricted to the Designated Safeguarding Lead.

1. **Recruitment**

Together We Grow is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the organisation and to promote the welfare of all members.

Together We Grow is committed to safe recruitment policies and practices for all Trustees and volunteers. Our recruitment practices are proportionate; All Trustees and volunteers read and sign our safeguarding policy, we signpost to training opportunities and carry out DBS (disclosure & barring) checks for all Trustees and volunteers in roles where a DBS check is required

1. **Training**

All Trustees and volunteers are required to undertake safeguarding training at a level appropriate to their role.  Trustees and volunteers take part in a basic safeguarding awareness training session and are signposted to sources of additional training as required.

The Designated Safeguarding Lead attends minimum level 2 training with the local Safeguarding Board.

1. **Disseminating / reviewing policy and procedures**

This Safeguarding Policy and Procedure will be clearly communicated to Trustees, volunteers and members.  The Designated Safeguarding Lead will be responsible for ensuring that this is done.

The Safeguarding Policy and Procedures will be reviewed every 2 years annually by Together We Grow Trustees and the Board of Trustees will be informed of any significant changes.

August 2022

Review date August 2024